

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses police line positions which contain both supervisory and non-supervisory duties. Employees of this class assist the Police Lieutenant in charge of a shift of employees. Police Sergeants serve as "on-the-job" training officers for line personnel of lower rank, reviewing work performance of subordinates in the field and offering assistance when required. Sergeants may also perform many of the same types of law enforcement duties performed by employees of lower rank. The work may be occasionally hazardous in nature and the ability to evaluate a situation and quickly determine a course of action in accordance with the law and established procedures is essential. This class ranks directly below that of Police Lieutenant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in directing a group of subordinate officers on an assigned shift by transmitting orders, inspecting personnel, vehicles, and equipment, assigning specific duties, and issuing equipment; supervises units on patrol, offering advice and assistance; provides for the maintenance and refueling of vehicles; reviews records and reports submitted by subordinates; provides informal training to all subordinates assigned; corrects subordinates for failure to comply with expected standards of work performance, attitude, or behavior; makes reports to superior on work performance of employees assigned.

Assists fire department in investigating cases of arson.

Makes follow-up investigations of major crimes and serious complaints; protects crime scene; interviews victims and witnesses and takes statements; searches for, collects, identifies, labels, and preserves all evidence found in connection with a crime; sends evidence to proper authority for analysis when needed; lifts fingerprints; sees that descriptions of suspects, lists of stolen items, and all related data are sent to proper authorities and given to all related law enforcement agencies; obtains a warrant and conducts searches or conducts searches upon probable cause, seizes contraband, "stakes-out" designated areas, and performs other duties for the collection of evidence related to crimes; apprehends

persons suspected of committing crimes and makes arrests in accordance with the law; searches and books

arrested persons; interrogates prisoners; confers with district attorney on criminal cases to be tried; testifies in court when required.

Answers questions for the public on laws and department regulations; notifies families of accident victims; acts as security guard for visiting dignitaries; notifies social service agencies of possible child abuse cases; attempts to resolve differences between parties in family or neighborhood disputes; serves official papers such as warrants and summonses.

Takes initial statements from victims of rape and performs follow-up investigation and related duties.

Administers first aid and calls for emergency medical assistance.

Fills in forms and writes reports required concerning shift activities.

May lecture or conduct formal training in certain designated areas of police work as required. Participates in formal or informal training as directed.

Performs some traffic control and accident investigation duties such as stopping drivers suspected of driving under the influence and administering field sobriety or PEI tests, interviewing drivers of accident vehicles and witnesses to determine causes and record correct information, and providing for movement of traffic around an accident.

May also perform duties such as: arresting and interviewing juveniles in accordance with department policy; locating missing persons or runaways; making initial investigations of complaints received; offering information concerning social service or other agencies available to assist citizens; performing building security checks and assisting citizens in non-emergency situations such as locked cars; controlling crowds and assisting firefighters at fire scene; recovering lost property and providing for the removal of abandoned vehicles; patrolling school zones and checking on school crossing guards.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police

Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Corporal for twelve (12) months prior to the closing date for application to be accepted.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

JN	02-17-70
Rev	06-27-75
	11-30-79
	12-10-86
	02-25-93
	04-05-07